



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 2000**

### **INSPECTOR**

**D9C1TX TO D9C3XX**

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses three levels in the Labor, Trades, and Crafts Occupational Group and describes work in the inspection of structures and equipment or systems to ensure compliance with industry standards, specifications, and regulations required for the safety of citizens. Work includes interpretation of regulations and industry codes, issuance of violation notices, inspection of documents and sites, and granting of permits and certificates of occupancy. Inspections or reviews are distinguished from compliance investigations in that inspections use predetermined regulatory and industry criteria to issue permits or certificates and report deficiencies to be corrected.

Typically, any enforcement issues found during the inspection are turned over to investigative entities for formal investigation and legal enforcement action or sanction.

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### **INSPECTOR I**

**D9C1TX**

#### **CONCEPT OF CLASS**

This class describes the fully-operational compliance inspector. The focus of inspections is on compliance with statutory rules and regulations as opposed to licensed or certified trades, such as, but not limited to, protection from substandard products, accuracy of measuring devices, installation and inspection of facilities and signage. Positions operate independently in performing the full range of compliance inspections. Work requires determining solutions to the full range of practical problems. Judgment is used on an ongoing basis to select and apply the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Positions may serve as a resource to others. Some assignments will not move beyond this level.

#### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **INSPECTOR**

**July 1, 2000**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific compliance process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions or penalties.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

## **INSPECTOR II**

D9C2XX

### **CONCEPT OF CLASS**

This class describes the fully-operational single trade inspector or compliance inspector supervisor. In addition to statutory rules and regulations, trade inspectors apply standards and codes of a trade in inspecting installation of systems or construction of structures, including issuing certificates of occupancy. Also included are those positions that perform inspections of internal construction projects at state facilities that may involve multiple trades, including reviewing change orders and contractor's requests for payment. Positions operate independently in performing the full range of trades inspections. Work requires determining solutions to the full range of practical problems.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **INSPECTOR**

**July 1, 2000**

Judgment is used on an ongoing basis to select and apply the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Some positions serve as a resource to others. Some assignments will not move beyond this level. Supervisors exercise direct, formal control over assigned compliance inspection staff. Work includes accountability for actions and decisions impacting the pay, status, and tenure of others. Licensure or certification in a single trade is required, such as uniform building code, state or national electrical code, uniform and international plumbing code, uniform and international mechanical code, national boiler and pressure vessel code, or HUD construction codes and standards. This class differs from the Inspector I in concept and possibly on Complexity and Line/Staff Authority.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the trade codes and inspection process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices as defined by the trade and the inspection process.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Supervisory positions study information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

### **OR**

The nature of, and need for, analysis and judgment is formulative, as described here. Non-supervisory, trade inspection positions evaluate the relevance and importance of concepts and principles of the trade in order to tailor them to develop a different approach or plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate and are therefore relevant only through approximation or analogy. In conjunction with concepts and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **INSPECTOR**

**July 1, 2000**

Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions or penalties.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor or unit supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor. Individual contributor positions must possess the formulative level of Complexity.

### **OR**

The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving information grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **INSPECTOR III**

**D9C3XX**

### **CONCEPT OF CLASS**

This class describes the fully-operational multiple-trades inspector or supervisor over single-trade inspectors. In addition to statutory rules and regulations, inspectors apply standards and codes of multiple trades in inspecting installations of systems or construction of structures, including issuing certificates of occupancy. Positions operate independently in performing the full range of multiple trades inspections. Work requires determining solutions to the full range of practical problems. Judgment is used on an ongoing basis to select and apply the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Licensure or certification is required in multiple trades (examples in Inspector II). The purpose and results of multiple-trades inspections at this level is to inspect and regulate external entities, which is different from construction inspections of contractors working on projects at state facilities. Also included in this class are supervisors who exercise direct, formal control over assigned single trade inspection staff. Work includes accountability for actions and decisions impacting the pay, status, and tenure of others. Such supervisory positions may require licensure/certification in a single trade. This class differs from the Inspector II in concept and on Decision Making, and possibly Complexity and Line/Staff Authority.

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **INSPECTOR**

**July 1, 2000**

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by the standards and codes of multiple, distinct trades, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated by the multiple trades involved. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in work processes. This examination requires the application of known and established principles, conceptual models, industry standards and codes, and precedents involving a number of distinct trades in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of multiple trade concepts and principles in order to tailor them to develop a different approach or plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate and are therefore relevant only through approximation or analogy. In conjunction with concepts and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions or penalties.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor or unit supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**OR**

## **CLASS SERIES DESCRIPTION (Cont'd.)**

### **INSPECTOR**

**July 1, 2000**

The direct field of influence the work of a position has on the organization is as a unit supervisor over single trade inspectors. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the Inspector II class. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving information grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

### **CLASS SERIES HISTORY**

Effective 7/1/00 (KKF). Boiler Inspector (D3C2), Building Official (D4D2), Housing Inspector (D4J2), Oil Inspector (D4K2-3) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final 7/1/99.

Effective 7/1/99 (KKF). LTC consolidation study consolidated Roadside Advertising Inspector (D1M), Construction Inspector (D2B), Boiler Inspector (D4C), Building Official (D4D), Electrical Inspectors (D4G1-D4G2), Housing Inspector (D4J2), Oil Inspector (D4K2-D4K3), Plumbing Inspectors (D4L1-D4L2) consolidated into one series (D9C). Housing Inspector Intern (H4J1) and Oil Inspector Intern (D4K1) abolished as a vacant classes.

Effective 4/1/97 (KKF). Boiler Inspector Intern (D4C1) abolished in annual elimination of vacant classes. Published proposed 3/21/97.

Effective 4/1/94 (KKF). Building Official Intern (D4D1) abolished in annual elimination of vacant classes. Published proposed 3/21/97.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published as proposed 5/24/93 or 6/1/93 (Construction Inspector).

Revised 7/1/90. Changed class code, title, grade, and created range A on Safety Inspector (A7230) and Safety Inspector (A7282).

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Revised 3/1/87. Changed relationship on Plumbing Inspector I (A7030). Changed relationship and nature of work on Plumbing Inspector II (A7032). Changed relationship, nature of work, and entrance requirements for Electrical Inspector I and II ( A7034 and A7036).

Revised 2/1/87. Changed class code, nature of work, and entrance requirements on Construction Inspector (A4875).

Revised 12/1/86. Reinstated Construction Inspector class (A4875). Changed class code, title, relationship, and entrance requirements of Roadside Advertising Inspector (A4589).

Revised 2/1/86. Changed class code, relationship, and entrance requirements on Housing Inspector A and Division of Housing Inspector B (A4930 and A4932).

Created 4/1/85. Plumbing Inspector I and II (A7030 and A7032).

Revised 7/1/82. Changed grade and relationship on Division of Housing Inspector A and B (A4930-A4932).

Revised 7/1/80. Added range C and changed entrance requirements on Oil Inspector IA through IC (A7212-A7214). Added options, changed relationship and entrance requirement of Oil Inspector II (A7216).

Revised 5/1/79. Changed class code and entrance requirements on Safety Inspector B (A7282).

Created 7/1/77. Construction Inspector (A4875).

Revised 11/1/76. Changed nature of work on Safety Inspector B (A7282).

Revised 7/1/76. Changed relationship on Division of Housing Inspector B (A4932).

Revised 6/1/76. Changed title, nature of work, and entrance requirements of Roadside Advertising Inspector (A4589).

Created 7/1/75. Oil Inspector IA through IC and II (A7212-A7216); Division of Housing Inspector A and B (A4930 and A4932); Electrical Inspectors I and II (A7034 to A7036); Safety Inspector B (A7282).

Created 1/1/75. Roadside Advertising Inspector (A4589).

## **SUMMARY OF FACTOR RATINGS**

| <b>Class Level</b> | <b>Decision Making</b> | <b>Complexity</b> | <b>Purpose of Contact</b> | <b>Line/Staff Authority</b> |
|--------------------|------------------------|-------------------|---------------------------|-----------------------------|
| Inspector I        | Operational            | Patterned         | Detect, Secure, or Advise | Indiv. Contributor          |
|                    |                        |                   |                           |                             |

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|               |             |                              |                              |   |
|---------------|-------------|------------------------------|------------------------------|---|
| Inspector II  | Operational | Patterned or<br>Formulative* | Detect, Secure, or<br>Advise | Indiv. Contributor*<br>or Unit Supervisor |
| Inspector III | Process     | Formulative                  | Detect, Secure, or<br>Advise | Indiv. Contributor or<br>Unit Supervisor  |

**At the II level, Individual Contributors must have formulative Complexity.**

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services